

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150003-8



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REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OP/BSD	
1. TITLE OF REPORT (If a fill-in report include Form No.) Annual Report to Director of Personnel					2. TYPE OF REPORT	
					<input checked="" type="checkbox"/>	STATISTICAL
					<input checked="" type="checkbox"/>	NARRATIVE
						MACHINE-NAME LISTING
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/>	PERSONNEL		ADMIN. GENERAL	
			LOGISTICS		OTHER (specify)	
			MEDICAL			
			TRAINING			
			SECURITY			
			FINANCE			
4. NO. OF COPIES PREPARED 0 & 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually			6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
		<input type="checkbox"/>	YES	IF YES GIVE ADP PROCESSING NO.		
		<input checked="" type="checkbox"/>	NO	Required by Director of Personnel		
10. PREPARING COMPONENT (include lowest level contributing information to report) Branch and Division				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) <i>Each</i> 6 from the 8 branches and staffs in the Division		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
GS-12	7.53		272	=	\$2,050.00	X 1 = \$2,050.00
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$2,050.00
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. In July 1956 this report was established by the Director of Personnel and was required on an annual basis. Previously it had been a semi-annual requirement.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/> OTHER (explain)			MAN-HOURS	DOLLARS
<input type="checkbox"/>	CHANGE	Continue as long as D/Pers requires it.				
<input type="checkbox"/>	DISCONTINUE					
16. DATE OF INVENTORY 8 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/18 : CIA-RDP75-00399R000100150003-8				

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